Application No:	/ 20



MUNICIPALITY OF SWAKOPMUND 125

Forms not completed in ...

🕿 (064) 4104424/410)4419	9
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townengineer@swkmun.com.na

≤ 53, Swakopmund, Namibia

APPLICATION FOR A LICENCE FOR A SIGN

<u>General</u>: Proof of payment of a <u>non refundable</u> application fee of **N\$ 320.39 plus VAT (N\$368.45)** must be tendered with this application.

Images may only display businesses located in Swakopmund.

Images may not display any	products.		
oning of the sign:			
ewalk/Intersection	☐ Own pr	emises	☐ Industrial area
the unders	igned hereby	apply for a licence to erect	and display a sign on the
es known as			
Renewal of Sign Board		New Sign Board	Replaceme
PARTICULARS OF SIG			mpleted by all applicants)
			\\/idth: matro
			Width: metres.
Minimum clearance above gro Total mass of sign:		menes,	
Overall projection from building	•	millimetres: (where applies	hla)
Type of anchorage, bolts, etc.			bie)
,,	•	,	
image to be displayed			
SIGN APPLIED FOR: Please	tick and com	inlate the relevant section 8	the declaration (Page 2)
SIGN APPLIED FOR. Please	tick and com	piete the relevant section &	ine deciaration (Fage 3)
A. Illuminated Street Sign		C. Road Traffic Sign	
B. Encroachment		Tourist Information Sign	
A-Frame Advertising Sign		Directional Sign	П
		Birootional Oigir	_
Fixed against property bounda	ry □	D. Advertising Sign – I	ndustrial Areas

<u>ketch.</u>		
N APPLIED FOR: Please tick and c	omplete the relevant section & the dec	laration (Page 3)
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Illuminated Street Sign	C. Road Traffic Sign	П
Illuminated Street Sign Encroachment	C. Road Traffic Sign Tourist Information Sign	
Illuminated Street Sign Encroachment Frame Advertising Sign	C. Road Traffic Sign Tourist Information Sign Directional Sign	
Encroachment Frame Advertising Sign	C. Road Traffic Sign Tourist Information Sign	
Encroachment Frame Advertising Sign ed against property boundary ntilever Overhead Sign	C. Road Traffic Sign Tourist Information Sign Directional Sign D. Advertising Sign – Industri	
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Encroachment Frame Advertising Sign ed against property boundary ntilever Overhead Sign CTION A. Illuminated Street Sign eral Conditions An application must be submitted for ea A maximum of three illuminated advertis Signs must be similar to existing illuminated Illuminated Street and manufactor The applicant/advertiser remains resport An illuminated street name board must be The connection of illuminated signs to Compare the connection of the connection of illuminated signs to Compare the connection of the conn	C. Road Traffic Sign Tourist Information Sign Directional Sign D. Advertising Sign – Industri Touch sign and only applications approved may be ensing signs per applicant/client are allowed. atted signs in Swakopmund. Stured by the applicant for his account. Insible for the maintenance of the illuminated sign be part of the total illuminated sign, which become council's electrical streetlight circuit may only be decouncil's electrical streetlight circuit may only be decouncil.	al Areas rected. poard. so the property of Council. one by Erongo RED. If faults
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SECTION B. Encroachment

General Conditions

- An annual Encroachment Fee of N\$ 294.93 plus VAT (N\$ 339.17) (To be revised annually) is payable.
- Only applications in the name of a locally <u>registered business</u> will be considered.
- An agreement/indemnity available at the Corporate Services Department must be signed by the applicant.

Fixed against property boundary \square	Ol	Cantilever C	Overhead U
The encroachment is: The encroachment is illuminated yes If flashing, state number of flashes per mir Condensers will be used which are to be a Precautions will be taken to prevent radio Height of building against which the encro	approved by the To disturbance:	able wwn Council: yes es no not a	applicable
	or		
A-Frame Advertising Sign ☐ Only front of the business premise for which it is Dimensions of sign: Height 750 mm	s applied for withou X Width 400 mm.	it obstructing pedes	• , , .
	or		
Advertising Stand (Fixed)	covered permanent n	otice board for estate	agent on private property)
SECTION C. [Once completed, r	oute directly to	o Manager: Traf	fic Services]
Road Traffic Sign Tourist Information	on Sign □ D	irectional Sign □	

A maximum of three (3) Road Traffic Information Signs per applicant is allowed provided that the following conditions are adhered to:

- The traffic sign/s must be according to the new standards applicable. (G/G No 1512 07/03/97 Tourism Sign Symbols)
- Lettering to be white reflective as prescribed by the new traffic sign system.
- The traffic signs may only be erected at approved street intersections.
- The traffic signs are to be manufactured at the applicants cost.
- Standard size of signs:

Tourist Information Sign -1.50 m x 0.30 m - Brown Chromatex. (Single sided only) **Directional Sign -** 0.60 m x 0.15 m - Green Chromatex. (Single sided only)

- The completed Road Traffic Information Sign/s must be delivered to the Offices of the Manager: Traffic Services for installation thereof by the Works Department.
- The applicant must be registered as a tourist orientated business. (Where applicable)
- An annual maintenance fee of N\$200.00 (to be reviewed annually)per sign is applicable.
- Positions of the traffic signs as proposed by the applicant have to be approved by the Manager: Traffic Services and General Manager: Engineering Services and the signs will be erected according to laid down specifications.

The following documents must accompany this application:

Proposed locality sketch/es.

The following documents must be submitted together with the completed sign board/s:

- Copy of the receipt for payment of the annual maintenance fee of N\$200.00 per sign. Payable at the cashier - Municipal Head Office under vote no 350522027000 - Receipt Code 153 (Maintenance Advert Signs)
- Proof of registration as a tourism related business.

Should you have any further queries, please contact the Manager: Traffic Services.

Proposed position of the sign/s.	1
Wording to be displayed:	1
SECTION D. Advertising Signature	gn on Municipal property – Industrial Areas
General Conditions	
 Only applications in the name 	of a locally registered business will be considered. able at the Corporate Services Department must be signed by the applicant.
determined by the General Ma	maximum size of 1.50 m x 1.00 m conforming to the specifications as nager: Engineering Services are only allowed in the Industrial and Light d. Only one advertising sign per junction/intersection corner is allowed.
Proposed position of the sign.	1
Wording/Image to be displayed:	1
DECLARATION	
To be completed by all applica	<u>ants</u>
attached drawings and the provis Regulations) and I include here	and erected in accordance with the specifications hereinafter set forth and the sions of the Regulations for Advertising (chapter 17 of the Standard Building ewith N\$ 320.39 plus VAT (N\$368.45) registration fee. I hereby bind myself to the following conditions in the event of the required licence being granted,
	ce charges for such sign in advance in accordance with the scale laid down
b) Should I dispose of the s	il of Swakopmund from time to time. sign at any time, I undertake to make known to my successors or assigns the the licence granted to me by the Municipal Council of Swakopmund in terms
c) The sign and fittings sindemnify and hold the	hall be maintained in a safe condition and in proper repair and I hereby e Municipal Council of Swakopmund harmless from any and all claims se as a result of, or in connection with, the erection and/or display of this sign.
	Postal address:
	Physical Address of Business:
SIGNATURE OF APPLICANT	Telephone No:
Dated at Swakopmund this	day of 20

I, the undersigned:			
owner of the premises referred to above, hereby terms and conditions set forth above.	y consent to the e	rection of the above-mentioned sign on the	
SIGNATURE OF OWNER OF PREMISES			
Dated at Swakopmund this day o	of	20	
APPROVAL OF OWNER OF SIGN			
I, the undersigned:do hereby acknowledge that I have read the forethey affect me or my Company.			
SIGNATURE OF OWNER OF SIGN			
Dated at Swakopmund this day o	f	20	
FOR OFFICIAL USE ONLY			
Application fee received: N\$	Received by:		
Voucher No:	Receipt No:		
Date:	Vote No:	350522027000	

Please add your comments with regard to the attached application and forward this to the next Committee Member.

MANAGER: TRAFFIC SERVICES		Sections A, B, C and D.
Application approved: [] Yes	[] No	
Signed		Date
ERONGO RED Section A	A, B and D.	
Application approved: [] Yes	[] No	
Signed		Date
GENERAL MANAGER: HEALTH SER	VICES	Sections A, B, C and D.
Application approved: [] Yes	[] No	
Signed		Date
Back to General Manager: En Final comments / conditions	gineering Se	ervices
Application approved: [] Yes	[] No	
Signed		Date
GENERAL MANAGER: CORPORATE - For finalization of contractual/indem		JMAN RESOURCES
Signed	Date	
Contract signed on/20		

Application for a sign

Please sign and forward to the next Department

Manager: Traffic Services:	
Erongo Red:	
GM: Health Services:	
GM: Engineering Services:	
GM: Corporate Services &: Human Resources	